

THE COMBINED APPLICATION PROJECT

The Virginia Combined Application Project (VaCAP) is a demonstration project that is designed to increase participation among single, elderly Supplemental Security Income (SSI) recipients who live alone and have no earned income. Participation in this group has historically been lower than desired, often attributed to the cumbersome application process and low benefit level.

This project will:

- Identify potentially eligible non-participating SSI recipients;
- Produce a simplified, pre-filled, system-generated application;
- Provide simplified processing procedures for local agencies; and
- Provide a standardized benefit based on high or low shelter costs.

A. The Pre-Application Process

1. ADAPT will match against the State Data Exchange (SDX) monthly after cutoff to identify potentially eligible clients who
 - a. Receive SSI;
 - b. Do not currently receive food stamps;
 - c. Live in Virginia;
 - d. Are elderly (age 65 or older);
 - e. Are single, divorced, widowed, or separated;
 - f. Live alone or purchase and prepare alone; and
 - g. Have no earned income.
2. ADAPT will generate an application and will pre-fill the application with the following elements:
 - a. Name
 - b. Date of Birth
 - c. Address
 - d. SSI amount received

7/06

VOLUME V, PART II, APPENDIX III, PAGE 2

3. The Virginia Department of Social Services will mail the application to the household with a postage-paid envelope and the address of the local social services department.

B. The Application Process

1. Upon receipt of the simplified VaCAP application, the household must:
 - a. Correct the preprinted information, if necessary;
 - b. Specify the shelter amount to reflect rent or mortgage and utility expenses;
 - c. Sign the application; and
 - d. Return the application to the appropriate local agency.
2. If the application is complete, the local agency must:
 - a. Process the application;
 - b. Enter the case into ADAPT;
 - c. Send the Notice of Action to approve the case; and
 - d. Issue an EBT card to the household, if necessary.
3. For incomplete applications, the local agency must take the following actions:
 - a. No signature - The local agency must return the application to the household for signature.
 - b. Shelter expense information not provided - The local agency must process the application with the lower shelter amount.
4. If the household does not return the application, ADAPT will generate a second application the following month. No additional applications will be mailed if the second application is not returned.
5. The interview requirement has been waived as well as the requirement to obtain verifications of eligibility factors.

C. ADAPT

In ADAPT, Screen AERESI displays the following:

FOR FS: IF THIS IS A VIRGINIA COMBINED
APPLICATION, SHELTER EXPENSES ARE:
Less than \$500 \$500 or over

This question prompts ADAPT to direct the application into VaCAP and to capture demographic information and the SSI income

The worker must complete required fields and screens, as presented. The entry to denote the frequency or timing of the interim report must be 00, as these households are exempt from filing interim reports.

D. Benefit Level

Benefits for participants in the VaCAP demonstration are not calculated using the process outlined in Part XIII.C. Participants will receive one of two benefit amounts.

- High benefit - If the shelter expenses total \$500 or above, the benefit level will be \$60.
- Low benefit - If the shelter expenses total \$499 or less, the benefit level will be \$42.

E. Issuance of Benefits

VaCAP benefits will not be prorated. The household will receive a full month's benefit beginning the first of the month the application is received in the appropriate local agency.

F. Certification periods

The certification period for all VACAP applications will be three years.

G. Recertification

ADAPT will generate a new application in the month before the certification period expires. The Virginia Department of Social Services will mail the renewal application and the Notice of Expiration to the household.

H. Change Reporting

- a. VaCAP households are not required to report changes. The SDX update process will satisfy reporting requirements for demonstration project purposes.
- b. If a project participant reports a change that affects the household's eligibility for VaCAP or the benefit amount, the worker must act on the change.

I. Conversion

There is no conversion to the VaCAP project.

1. Move from the Regular Food Stamp Program - The household may request closure of the regular Food Stamp case. The household may subsequently apply for VaCAP upon receipt of the computer-generated application.
2. Move to Regular Food Stamp Program - The household may request closure of the VACAP case in order to re-apply to the regular, ongoing program. The worker should evaluate whether this would be beneficial to the household and provide the household the information.